

City of Milpitas, California

Budget # _____
Refer # _____BUDGET CHANGE FORM

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Type of Change	From		To	
	Account	Amount	Account	Amount
Check one:	400-2970	\$27,016	400-4234142	\$27,016
	406-2970	\$1,863	406-4234142	\$1,863
<input checked="" type="checkbox"/> Budget Appropriation	450-2970	\$17,700	450-4234142	\$17,700
	500-2970	\$47,110	500-4264142	\$47,110
<input type="checkbox"/> Budget Transfer	100-2940	\$65,279	100-5124142	\$65,279

Explain the reason for the budget change:

In the Fiscal Year 2003-04 budget, two vehicle maintenance positions were, for the sake of efficiency and cost reduction, consolidated into one. It was concluded that productivity could be increased with one Vehicle Maintenance Worker II position housed in the Fleet Maintenance section of Public Works rather than two decentralized vehicle maintenance positions. The new position is to be funded from the Internal Service Equipment fund. Workload and fleet demands require that the position be budgeted and filled, or in the alternative, an additional budget appropriation could be provided to secure services from an outside vendor in order to meet fleet maintenance demands.

Currently, a critical utility position is vacant. This approved position, too, was inadvertently omitted from the budget. Due to retirement, a Utility Maintenance Equipment Maintenance Worker III position, with a required Water Treatment Certificate, is vacant. This position is responsible for Pump and Lift Stations and must, at a minimum, be on call one week per month in the event of an emergency. With winter approaching it is critical that this position be filled. This is a utility funded position.

Planning Departments workload require that the Senior Planning position be budgeted and filled to meet planning demands.

Approve \$46,579 from Utility Funds reserves to provide for a 6-month budget for an approved Equipment Maintenance Worker III and \$47,110 from the Equipment Fund reserve to provide for a 7-month budget for an approved Vehicle Maintenance Worker II. Appropriate \$65,279 from the unappropriated General Fund reserve to provide for a 6-month budget for an approved Senior Planner.

☒ Check if City Council Approval required.

Meeting Date: October 21, 2003

Itemization of funds, if needed:		Amount
Requested by:	Division Head:	Date:
	Department Head:	Date:
Reviewed by:	Finance Director: <i>Mr. C. Kurl</i>	Date: <i>10/16/03</i>
Approved by:	City Manager: <i>Thomas J. Wilson</i>	Date: <i>10-16-03</i>
Date approved by City Council, if required:		Confirmed by:

Justification for Senior Planner Recruitment

Situation:

- Three vacancies, all at the higher level positions (two Associate Planners and one Senior Planner)
- *Current staffing:*

full-time intern (trained and has transitioned to cover front counter full-time as of two weeks ago),

temporary Junior Planner (performs all plan checks and is being transitioned into higher level use permits and S Zone applications as of two weeks ago),

Assistant Planner (assigned to use permits, S Zones, 6 month reviews and is being trained and shares with other Assistant Planner in workload from significant development projects),

second Assistant Planner (same type of assignments as other Assistant Planner, but has two more years of experience, is currently receiving special assignment pay of 5% to assist with some Associate Planner level duties and will be taking a one month leave of absence under FMLA in November),

part-time Assistant Planner (cannot be assigned significant development projects and is on a 3 month leave of absence since September)

Recruitment objective:

- Complete a recruitment that yields an increase in staffing level by one planner position.
- Recruit for a planner position that will best assist the Planning Division in timely processing of major, complex development projects that are anticipated to be submitted in the very near future.
- Recruit for a planner position that will not result in an inordinate amount of time by the Acting Planning Manager to supervise and train the new recruit and to perform a large percentage of the higher level planning work himself.

Justification for a Senior Planner recruitment:

- Assistance is needed to implement the Midtown Specific Plan. The Acting Planning Manager is currently the only staff person monitoring the numerous implementation steps needed to make the plan a reality for the community. A

high level planner would be an invaluable asset to assist in a successful implementation effort. Work pursuant to the Main Street Midtown contract with Nolte and FTB is underway and the staff impact of reviewing products and closely managing this important contract will move into high gear at the end of this month. Also, amendment of the contract to include Abel Street is in progress and will parallel timing of the Main Street project.

- There is an increase in planning application activity involving complex construction projects. During the recent, low levels of planning application activity, applications received were primarily use permits, 6-month reviews and S Zones. With the adoption of the Midtown Plan and the residential market holding strong, this has been changing. Given pre-application meetings held this year, the significant projects below have just been submitted or are to be submitted between October and next spring. Applicants are needing quicker than usual turn-arounds for planning application processing due to perceived windows of opportunity and competition for a share of the limited, but growing market. In order to assist applicants in achieving approval of quality projects and delivering timely approvals for these highly visible and complex projects, staff resources at an experienced level are needed to be supplemented.

Formal applications submitted within past 2 months:

Elmwood/KB Homes
Town Center commercial and residential redevelopment
Apton Plaza redesign
790 E. Capitol commercial/office complex
South Main Manor
Bollywood

Preliminary plans received:

Barry Swenson's Twin Towers
USA Properties senior housing

Pre-application level of progress:

Avaya/Murphy Ranch
Kohl's, Costco and Lowe's
Waukesha residential project
Donovan's commercial/residential project
McCarthy Ranch